**Section 370.510 Social and Vocational Training Program Policies**

a) The facility shall adopt and function in conformity with written policies which shall be formulated with the involvement of the program coordinator and appropriate staff, and which shall be reviewed at least annually. These written policies shall include at a minimum the following provisions:

1) Admission, transfer and discharge of residents including persons accepted and not accepted.

2) Resident services including social and vocational services and programs, and health maintenance and emergency services available to residents from community sources.

b) All the policies and information required in them shall be available for review by the Department and/or Department of Mental Health and Developmental Disabilities personnel.